

# Appendix J

## Forms

*This appendix provides samples of forms for use with the Automated Commercial System (ACS).*

Copies of the Harmonized Tariff Schedule (HTS) Tape Order Form and Disclaimer Statement, Automated Clearinghouse (ACH) Application Form are included in this appendix.

These forms may be photocopied. The submitted copy must contain original signatures.

## Harmonized Tariff Schedule (HTS) Tape Order Form and Disclaimer Statement

**U.S. CUSTOMS SERVICE  
APPLICATIONS DEVELOPMENT DIVISION  
TARIFF COMPLIANCE  
1331 PENNSYLVANIA AVE., NW, 15<sup>TH</sup> FLOOR  
WASHINGTON, DC 20229**

Filer Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

The Harmonized Tariff Schedule is only available in six tape options. Select only one of the options by placing an "X" in the space provided below:

1. \_\_\_\_\_ IBM EBCDIC 6250 BPI 9 TRACK 11" REEL TAPE

4. \_\_\_\_\_ ASCII 1600 BPI 9 TRACK 11" REEL TAPE

2. \_\_\_\_\_ IBM EBCDIC 1600 BPI 9 TRACK 11" REEL TAPE

5. \_\_\_\_\_ CARTRIDGE EBCDIC IBM 3480 FORMAT

3. \_\_\_\_\_ ASCII 6250 BPI 9 TRACK 11" REEL TAPE

6. \_\_\_\_\_ CARTRIDGE ASCII IBM 3480 FORMAT

Please check the appropriate block:

1. \_\_\_\_\_ We are not actively participating in the Automated Broker Interface (ABI) program. Enclosed is our check in the amount of \$500.

2. \_\_\_\_\_ We are actively participating in the ABI Program. Our client representative/contact person at Customs is: \_\_\_\_\_.

### DISCLAIMER STATEMENT

It is understood that the Harmonized Tariff Schedule (HTS) tape is provided as an advisory tool for use by the trade. While Customs extended significant quality control efforts in producing this tape, the Service does no guarantee its accuracy or its completeness.

The undersigned user or agent will not hold the U.S. Customs Service responsible for the accuracy nor completeness of the HTS information provided on the automated tape that is purchased through this request. Likewise, the undersigned will not hold the U.S. Customs Service responsible for the application of HTS data to specific Customs entry transactions that will be generated using the HTS data contained on the tape.

In submitting this order, the purchaser/recipient acknowledges that use of the HTS data contained on the automated tape is solely at his own risk and agrees to hold the U.S. Customs Service harmless for refunds or damage incurred from its use.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Date Signed)



## Automated Clearinghouse (ACH) Application Form

A separate ACH Application Form must be completed for each bank account if multiple accounts are used in the Automated Clearinghouse (ACH). To receive notification of the assigned Payer's Unit Number quickly, print the FAX telephone number in the upper right-hand corner of the form. If a broker is providing the form on behalf of the client, the client's FAX number should be provided.

Definitions for the data elements reported on the ACH Application Form are defined below:

Data Element	Description
<b>Add</b>	Check this box if the action is to add new banking account data.
<b>Change</b>	Check this box if the action is to change banking account data already on file.
<b>Delete</b>	Check this box if the action is to delete the ACH payer's unit number. Deleting the record will prevent its future use in the ACH payment authorization transaction.
<b>Current ACH Payer Unit Number</b>	The current ACH payer unit number for which the change or delete is requested.
<b>Requested Effective Date</b>	The date the change is to take place. Effective dates for changes should be at least two business days in the future.
<b>Payer Company Name</b>	The name of the company which relates to the bank account information being provided.
<b>Payer Company Address</b>	The city, state and ZIP code of the company which relates to the bank account information being provided.
<b>Payer Contact Name</b>	The name of the contact person for the related payer company name.

Data Element	Description
<b>Payer Telephone/FAX</b>	The telephone and FAX number of the company responsible for the ACH payment.
<b>Importer Number or 3-Digit Filer Code</b>	The 12-position importer number or the 3-position filer code identifying the payer to which the ACH payer unit number will be assigned.
<b>Bank Name</b>	The name of the bank related to bank account information.
<b>Address</b>	The address of the bank related to the bank account information.
<b>Telephone</b>	The telephone number of the bank related to the bank account information.
<b>ACH Bank Transit Routing Number</b>	A 9-position number identifying the location of the bank where the bank account is located. This number is obtained from the bank. It is the responsibility of the payer to ensure that the information provided is correct.
<b>ACH Bank Account Number</b>	The bank account number which is to be used in the ACH payment process. This number is obtained from the bank. It is the responsibility of the payer to ensure that the information provided is correct.
<b>Name of Customs Broker/Filer</b>	The name of the Customs Broker/Filer the payer will use in the ACH payment authorization transmission. If payer uses more than one Customs Broker/Filer, provided the name of only one.
<b>3-Digit Filer Code</b>	The filer code of the related Customs Broker/Filer the payer will sue in the ACH payment authorization transmission.
<b>Contact Name</b>	The name of a contact person of the related Customs Broker/Filer name.

<b>Data Element</b>	<b>Description</b>	<b>Data Element</b>	<b>Description</b>
<b>Telephone</b>	The telephone number of the related Customs Broker/Filer contact name.	<b>Signature of Authorizing Company Official</b>	A legible signature of the company official who is authorized to release the information on the form.
<b>U.S. Customs ABI Client Representative of Customs Broker/Filer</b>	The name of the ABI Client Representative of the related Customs Broker/Filer the payer will use in the ACH payment authorization transmission.	<b>ACH Payer Unit Number</b>	The six-digit ACH payer unit number assigned by U.S. Customs in “ADD” actions. This number will be used in the ACH payment authorization transmission to U.S. Customs.
<b>Name of Authorizing Company Official</b>	The name of the company official who is authorized to release the information provided on the form.	<b>Effective Date</b>	Provided by Customs. The date the first ACH payment authorization may be transmitted to U.S. Customs by the payer’s filer.

## **Importation of Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**

The sample of this form has been removed. Contact your client representative for a copy.

## Department of Transportation

Data elements that may be required if certain boxes are checked on the Declaration for Importation of Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards (HS7) are listed below:

Box	Record Identifier	Data Element	Note
1	DT01	Box Number and Box Certification	
	DT02	Optional	
2A	DT01	Box Number, Box Certification, Clarification Code	
	DT02	Optional	1
	DT03	Optional	1
2B	DT01	Box Number, Box Certification, Official Orders Certification, Substantiating Statement Certification	
	DT02	Required	
3	DT01	Box Number, Box Certification, DOT Bond Code and copy of contract	
	DT02	Make, Model, Year, Vehicle Identification Number, NHTSA Registered Importer Number, and Vehicle Eligibility Number	
4	DT01	Box Number and Box Certification	
	DT02	Optional	
5	DT01	Box Number, Box Certification, Passport Number, and International Organization for Standardization (ISO) Country Code	
	DT02	Make, Model, Year and Vehicle Identification Number	

Box	Record Identifier	Data Element	Note
6	DT01	Box Number, Box Certification, Official Orders Certification, and ISO Country Code	
	DT02	Make, Model, Year and Vehicle Identification Number	
7	DT01	Box Number, Box Certification, Prior Approval Letter, and Importer's Substantiating Statement Certification	
	DT02	Optional	
8	DT01	Box Number, Box Certification, Importer's Substantiating Statement Certification	
	DT02	Optional	
9	DT01	Box Number, Box Certification, Importer's Substantiating Statement Certification	
	DT02	Optional	
10		Phased out October 1992	
11	DT01	Box Number and Box Certification	2
12	DT01	Box Number, Box Certification, Official Orders Certification and ISO Country Code	
	DT02	Make, Model, Year and Vehicle Identification Number	

### Notes:

- 1 If the DT02 and DT03 records are transmitted, the transaction is rejected.
- 2 If the DT02 record is transmitted, the transaction is rejected.

## **Import Inspection Application and Report (Meat, Poultry and Meat or Poultry Products), FSIS 9540-1 Form**

The sample of this form has been removed. Contact your client representative for a copy.